



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia World Congress Center 285 International Blvd. NW Atlanta, Georgia 30313 Security Department	Application Number 84-14	
Application Number		Date Received JAN 20 1984	Date Completed APR 6 1984
2. Person to Contact Evelyn Mason		Working Title Controller	Telephone Number 656-7600
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1976 Latest Present		5. Records Series Title (followed by title used in office, if different) Building Key Log File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The purpose of the Georgia World Congress Center is to promote, develop and service regional, national and international convention and tradeshow activities within the State of Georgia and to maximize economic benefits derived to the State therefrom. The Security Department is responsible for overall security and parking program for GWCC. They supervise day-to-day activities of security and parking personnel. They also maintain security log reports, assignment of keys, responding and reporting emergencies.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Assigning responsibility for and identifying the various keys used in the daily operation of the Georgia World Congress Center. Included are: Key register sheets which cite key number, name of person signing out the key(s), date and time key was signed out, date and time key was returned. File is arranged: Chronologically by date of last entry into register.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 6 mths; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office Reference Requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Hold until assigned key then,
is returned.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>1-20-84</u>	<i>[Signature]</i>	<u>1-20-84</u>
State Records Committee (Signature) Date			
State Auditor/Designee		<i>[Signature]</i>	<u>4/3/84</u>
Secretary of State/Designee		<i>[Signature]</i>	<u>3/30/84</u>
Attorney General/Designee		<i>[Signature]</i>	<u>4-5-84</u>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)